

Wisconsin Dept. of Revenue Electronic Real Estate Transfer Return - eRETR

Restoring a saved eRETR file

Wisconsin Dept. of Revenue's Real Estate Transfer Web Page

<http://www.dor.state.wi.us/ust/retn.html>

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Real Estate Transfer

Section 77.22(1) of the Wisconsin Statutes provides that "...submission of a completed real estate transfer return and collection by the register of the fee shall be prerequisites to acceptance of the conveyance for recording." All information on the transfer return is useful to the local assessor, other municipal and county officials and staff of the Department of Revenue who have a statutory responsibility in the administration of Wisconsin tax laws.

Electronic Real Estate Transfer Return (eRETR) [Workshops](#)



Filers

Online:	Paper:
<ul style="list-style-type: none">• Use eRETR (electronic Real Estate Transfer Return) Begin a new return or restore a saved file.• eRETR Instructions• View filed eRETR (need Receipt No., Value & Name)• File amended PE-500x for eRETR correction or refund of recorded documents Instructions	<ul style="list-style-type: none">• To obtain the paper Form PE-500 either:<ul style="list-style-type: none">• call (608) 266-1961• make a request online• contact a Register of Deeds Office• Instructions (PE-500a) for the paper Real Estate Transfer Return (06/05)• File amended PE-500x for Return correction or refund of recorded documents Instruction

Government

Online:	Paper:
<ul style="list-style-type: none">• eRETR Government Officials web site - to view or process eRETR• Treasurer's Transmittal Spreadsheet (Form P-520) (Excel format)• Pay by EFT• Register for EFT payment method• eRETR Register of Deeds Criteria for a completed eRETR Receipt• WVAMS (Web Access Management System) information Sign-up	<ul style="list-style-type: none">• Form P-520 -- Treasurer's Transmittal (11/04) Fill-In Form• Pay by EFT• Register for EFT payment method• Criteria for a Completed Real Estate Transfer Return

Resources

<ul style="list-style-type: none">• eRETR Training/Help -- How to for Filers and Governmental Officials• Directly send and receive RETR data via eRETR Web Services• eRETR Project• Newsletters• Summary of County Real Estate Transfer Returns Collections: 2005 2004 2003 2002 2001 2000	<ul style="list-style-type: none">• Chapter 77, Real Estate Transfer Statutes• Tax 15, Wis. Adm. Code: The Transfer Fee Administrative Tax Code• County Register of Deeds addresses, telephone numbers and other information• Department of Commerce Rental Weatherization Program• Department of Natural Resources Forest Crop Law (FCL) and Managed Forest Law (MFL)
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Due to changes in the **free Adobe Reader**, you may need to **upgrade** to the [current version offered](#) to accurately view/print documents. [Need Help?](#)

FOR MORE INFORMATION PLEASE CONTACT:

WISCONSIN DEPARTMENT OF REVENUE
Bureau of Property Tax
Equalization Section
P.O. Box 8971 MS 6-97
Madison, WI 53708-8971
Phone: (608) 266-2149
Fax: (608) 264-6897
[E-Mail Additional Questions](#)

Click Use eRETR to
restore a saved
eRETR file



Click here for
instructions on
using eRETR



4/25/06

eRETR Welcome Page

Electronic Real Estate Transfer Return

Department of Revenue

Remaining time: 29:23

To submit a real estate transfer return, press the "START" button, found below, and complete the information on the pages that follow. When you're finished, press the "Submit" button and print your receipt.

First time users should read the System Overview found [here](#).

To use eRETR you must have a printer. (The printer is used to print the RETR receipt you receive after pressing "Submit".)

To begin:
press Start



START

Sources of Information

- [System Overview](#) provides overview information about electronically submitting Real Estate Transfer Returns. First time users should read the System Overview.
- [Field-level Help](#) provides detailed instructions about answering the questions on the electronic real estate transfer return.
- [Real Estate Transfer](#) provides further assistance and contact information.

New Features as of April 3, 2006

- "File/FILE" button renamed to "Submit/SUBMIT".
- "Compute/Edit" button renamed to "Update"

System Maintenance

The system maintenance window is daily between 5 - 7:30 am. Outages and difficulties may be experienced during this time frame. If you experience problems using eRETR, please verify that use is outside of the hours of 5 - 7:30 am before reporting problems.

Start Page – Restore Saved Information

Restore Saved Information:
To complete or correct a saved file:

The screenshot shows the 'Electronic Real Estate Transfer Return' (eRETR) interface for the Wisconsin Department of Revenue. At the top, the title 'Electronic Real Estate Transfer Return' is on the left and 'Department of Revenue' is on the right. Below the title, a 'Remaining time: 29:22' timer is displayed. A 'Restore Saved Information' button is located on the right side. The main section is titled 'eRETR - County' and contains the question 'In what county is the property located?'. Below this question is a dropdown menu with 'Select' and a downward arrow. At the bottom of the form, there are three buttons: 'Previous', 'Quit', and 'Next'. Below the buttons is a link for 'Instructions'. At the very bottom, the 'Wisconsin DOR' logo is displayed, with 'Wisconsin' in red and 'DOR' in large blue letters.

Electronic Real Estate Transfer Return

Department of Revenue

Remaining time: 29:22

Restore Saved Information

eRETR - County

In what county is the property located?

Select

Previous Quit Next

[Instructions](#)

Wisconsin
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Screens after clicking “Restore saved information” button

Electronic Real Estate Transfer Return

Department of Rev

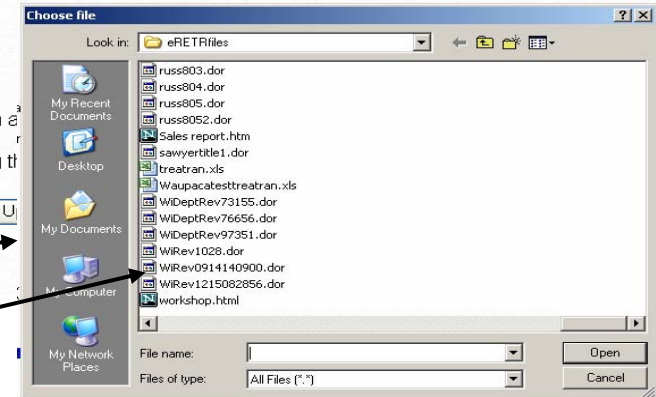
Remaining time: []

Restore Saved Information

Upload Document From Your PC:

- Click on "Browse".
- Find the file you saved.
- Double click on it.
- Wait for the "File Location" box to fill with the path and file name.
- Click on "Upload File".
- When your information is restored, continue using the application.

File Location:



Electronic Real Estate Transfer Return

Department of Rev

Remaining time: []

Restore Saved Information

Upload Document From Your PC:

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- Find the file you saved.
- Double click on it.
- Wait for the "File Location" box to fill with the path and file name.
- Click on "Upload File".
- When your information is restored, continue using the application.

File Location:

Assistance:

If you need help visit the [Frequently Asked Questions](#) (FAQs) page or contact us during normal business hours of 7:45 am to 4:30 pm, Monday through Friday at 266-2776. For eRETR call (608) 266-2149.

4/25/06

Wisconsin
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File restored for completing, correcting or **Submit**.

Electronic Real Estate Transfer Return **Department of Revenue**

Remaining time: 29

Previous Grantors Next Update Add Form Quit Delete Form SUBMIT Save

Grantors

Grantees

Parcels

Legal description

Physical description

Transfer

Financing

Weatherization

Fee computation

Agent and preparer

Summary

Add grantor

Delete grantor

eRETR - Grantors

Grantor

Grantor type

Individual

Explain if Other is selected

Individual information

Last name

First name

Reppen

Russel

Social security number